

**DEPARTMENT OF THE AIR FORCE**  
**Air Force Reserve Command**

**MEMORANDUM FOR 56 APS NEWCOMER**

**FROM: 56 APS/CC**

**SUBJECT: Newcomer Welcome Letter**

Welcome to the 56<sup>th</sup> Aerial Port Squadron, Home of the “Airlift Professionals”. We are pleased you have chosen to be a part of our team. We look forward to your enthusiastic participation and the opportunity to enhance your skills here at March Air Reserve Base, California.

The mission of the 56<sup>th</sup> APS is to train for strategic and mobility airlift operations. We can be mobilized as a unit or as a mission support team to augment deployed operations. Our responsibility is to prepare, document, and execute the loading/unloading of cargo and passengers in a safe manner. Safety is of the utmost importance in the 56<sup>th</sup> APS and great emphasis is placed on operating in a safe environment.

The unit is organized into five (5) functional areas: **Air Terminal Operations Center (ATOC), Passenger Services (PAX), Ramp Services, Cargo Processing, and Special Handling (S/H)**. There are also **Office of Primary Responsibility (OPR)** positions such as Plans and Deployment (Mobility), Disaster Preparedness, Safety, Security, Materials Handling Equipment (MHE), and Unit Training, to name a few. You can view a set of organizational charts that clarifies the management structure, chain of command, and personnel assignments for all functional areas.

One of our goals is to use TEAMWORK and the concepts of Quality Improvement to provide the best possible training to meet our mission objectives. The Aerial Port scenario can be an exciting and challenging career field. My key management staff continuously strives to provide the best possible training experiences for you.

Again, I welcome you to the unit and am sure you will meet many new friends and gain plenty of experiences and memories as part of the best Aerial Port Squadron in the Air Force Reserves.

EDWARD P. YARISH, Major, USAFR  
Commander

## **DEPARTMENT OF THE AIR FORCE**

### **Air Force Reserve**

#### **AIR RESERVE AERIAL PORT UNITS**

Air Force Reserve aerial port units train to supplement Air Mobility Command with passenger, cargo and mail transport. Aerial port personnel move parts and equipment, mobility gear, and a variety of supplies on C-130 Hercules, C-141 Starlifter, C-5 Galaxy, KC-10 Extender, KC-135 Stratotanker and commercial aircraft. Current port training also includes preparation for the use of the C-17 Globemaster III.

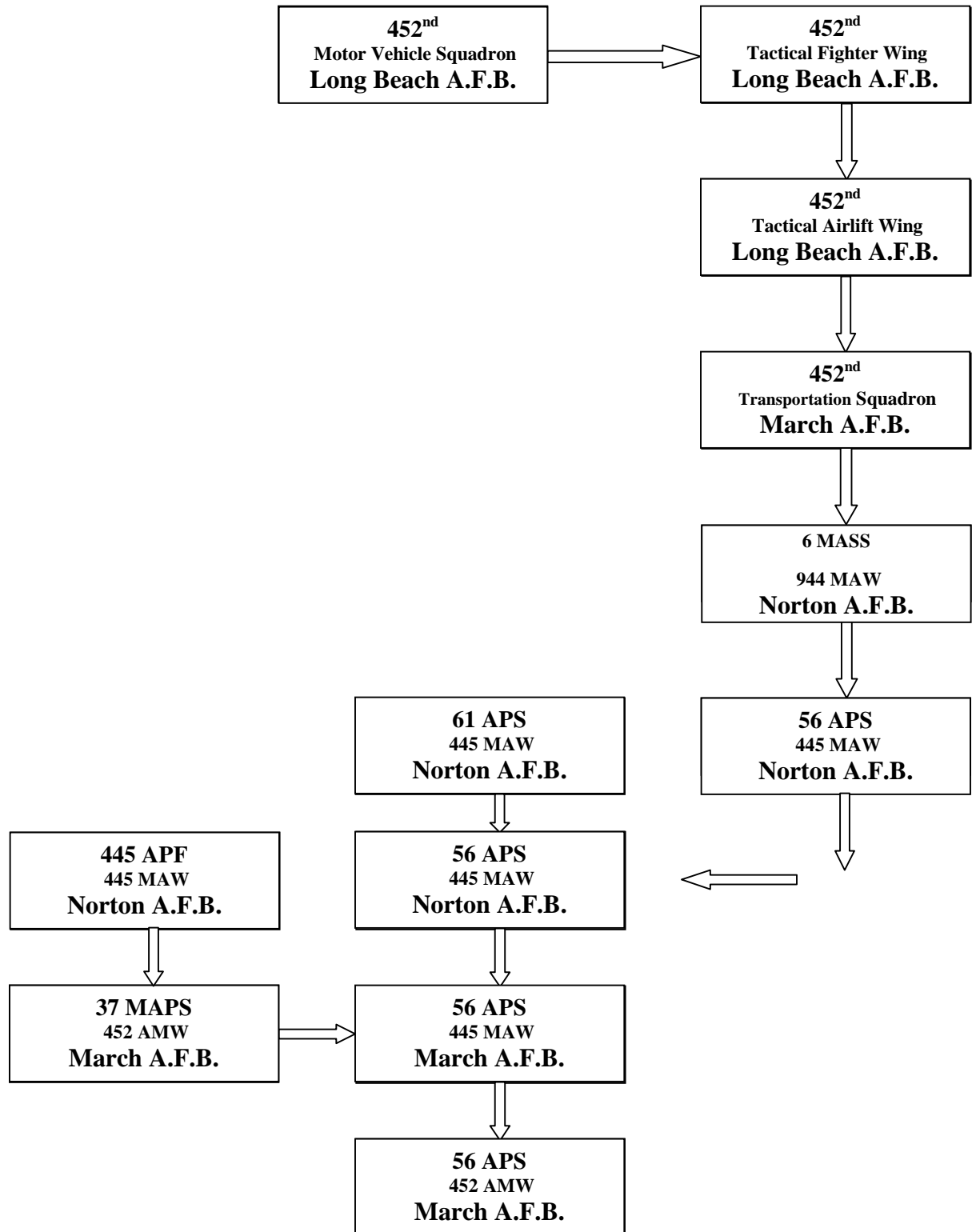
There are 43 Reserve aerial port units in the continental United States, Guam and Hawaii, with more than 8,000 reservists at 34 geographical locations. Reservists provide approximately 58 percent of Air Mobility Command's wartime resources.

Reservists work at one of two types of ports: Fixed air terminals with computers, warehouses and regular support facilities; and non-fixed air terminals, where no permanent air terminal organization exists.

During peacetime, Air Mobility Command provides training at ports in the United States, the Pacific region and Europe. This training gives the Reserve forces operational experience in areas that might not be available at their home stations. Air Freight sections build and load hundreds of pallets on Air Mobility Command missions and the Passenger Service sections process thousands of passengers for air transport.

While continuing to train with Air Mobility Command, 13 of the 43 aerial ports are assigned administrative control during peacetime to Air Combat Command. Air Combat Command-gained aerial ports provide rigging and support for peacetime airdrop training flights.

# **CHRONOLGY OF THE 56<sup>th</sup> AERIAL PORT SQUADRON**



## 56 APS Unit Policies Fact Sheet

Welcome to the 56<sup>th</sup> Aerial Port Squadron, Air Force Reserve Aerial Port Squadron of the Year 1997. This fact sheet provides basic information to assist you at March ARB. You can contact your supervisor or First Sergeant to answer any other questions you may have.

### **SIGN-IN/OUT PROCEDURES:**

- Report Saturday morning at 0630 hours and Sunday morning at 0645 for formation and sign-in.
- Sign-out is determined by the Commander (normally at 1600 hours), fall into formation, unless otherwise instructed prior to sign-in/out.

### **ATTENDANCE:**

- You are required to be present each Unit Training Assembly (UTA); Each UTA “PERIOD” is four hours, each UTA consists of 4 UTA “PERIODS”. If you cannot attend, it is your responsibility to contact the unit and advise the orderly room of your absence, along with a reason.
- To contact the unit you may call the toll-free number, **1-888-452-1121**, and then dial **1/4790**. You can speak to orderly room personnel or leave a message as to the reason for not being present for the UTA.
- The Commander will authorize a **Make-up** (Equivalent Training); **Excusal or Unexcused**, or a **Rescheduled** UTA.
- If you fail to contact the unit, you may be entered as **Unexcused**. Accumulating **8** Unexcused Absences may result in demotion and separation.

### **“GOOD YEAR”:**

- To complete a good year for points, you need to complete 12 UTA weekends, and a 14/15-day annual tour. You automatically receive 15 points for just being in the reserves. Additional points may be gained by completing Professional Military Education (PME) courses, and working active duty days (WHEN AVAILABLE) or School Tours.
- A good year is considered fifty (50) points. Recent changes allow you to accumulate up to 75 points each year. Your **R/R date** determines when your “new year” starts and ends. Do not confuse “year” with fiscal or calendar year. *If you are in doubt, ask about your R/R date thru the orderly room.*

### **BASE EXCHANGE/COMMISSARY:**

- You are authorized access to most military installation facilities, with your identification card (ID Card). Base Exchange access requires only your ID Card. Clothing Sales is located inside the March ARB Exchange, hours vary, but is CLOSED on Monday & Tuesdays.
- If you choose to drink, there is a Class Six (Package Liquor) section inside the Base Exchange at March ARB. You will be required to show your ID when purchasing alcohol/liquor.
- A Commissary Privilege Card (CDC) is required for access to the Base Commissary. These are issued once a year in the orderly room, and you are authorized access 24 times each calendar year. You are also authorized access when on Annual Tour orders or Special Active Duty Tours (Mandays-3 days or more). You must present a copy of your orders and your ID card for access. Your CPC is not required in these cases and also note that you are authorized access to commissary/exchanges at other military installations also. (Army, Navy or Marines)

### **MEDICAL/DENTAL SERVICES:**

- These services are limited unless you are on active duty. Dental service availability is dictated on a space available basis for other than EMERGENCY requirements. Members on Inactive Duty Training (IDT)/UTA are authorized emergency care ONLY. Only personnel on Extended Active Duty (EAD) are authorized medical treatment for injuries incurred while on active duty, or aggravated while performing duty.

### **EDUCATIONAL SERVICES:**

- Each member is eligible for enrollment in correspondence courses offered by DANTES, and may also be eligible for the Montgomery GI Bill. Enlisted members may enroll in the Community College of the Air Force.

### **LEGAL SERVICES:**

- During mobilization, or if a Reservist is on active duty for more than 30 days, family members will be entitled to seek Legal Assistance from any military installation, where there is a Legal Assistance Officer. Counseling and assistance with personal matters include:

**Wills, Power of Attorney, Bills of Sale, Landlord/Tenant problems, Interpretation of Leases, Domestic Relations, Consumer Relations, Citizenship, Immigration matters, Passports, Name Changes, Civil Rights, Depositions, Taxation, personal finances, debts, Insurance, Personal Property matters, and Contracts.**

### **MORALE, WELFARE AND RECREATION (MWR):**

- Some programs available are:
  1. Arts & Crafts
  2. Golf course (civilian)
  3. Services logistics support
  4. Outdoor recreation
  5. Tickets & Tours
  6. Fitness Center

Reserve members are entitled to use all CLASS “C” facilities. Other installations may have more activities available. Please check with each facility for more details. There is **NO** base theater on March ARB.

### **OFFICER/ENLISTED OPEN MESS:**

- The Hap Arnold Combined Open Mess is available at March ARB.

### **RED CROSS:**

- Reservists should normally utilize the services of off-base Red Cross offices.

### **LODGING/BILLETING:**

- Transient Quarters (Billeting/Lodging), and Temporary Lodging facilities are available when not in a duty status. They are also available to dependants on a Space Available basis (PRIORITY 2).
- On a UTA, if you live outside of the established “COMMUTE” area (A designated drive time of approximately one hour by the Base Commander), you are authorized to sign up for billeting each UTA for either 1 or 2 nights. Room “BUYOUTS” are not authorized.

### **SPACE AVAILABLE (Space “A”)/REQUIRED TRAVEL:**

- Reserve members are eligible for travel to locations including all 48 Continental United States, Alaska and Hawaii, also Guam, Samoa, Puerto Rico and the Virgin Islands, with an approved DD Form 1853. You may request a DD Form 1853 from the orderly room.
- EXCEPTION: Active USAF Reserve Members in a pass status, who are on active duty at an overseas location for any length of time, are eligible for Space “A” travel.
- Reservists on UTA or IDT are eligible for Space Requires travel.

### **SERVICE MEMBER’S GROUP LIFE INSURANCE (SGLI):**

- This is available to ALL reserve members, and is automatically deducted from your pay. Currently the insurance limit is set at \$200,00 for only \$17.00 each month. You may request a lower amount through the Military Personnel Flight.

### **AIR FORCE AID SOCIETY (AFAS):**

- This organization assists the Air Force in taking care of it’s personnel in emergency situations. If you have a financial emergency, this private non-profit organization offers interest-free loans or grants for basic needs.

### **FAMILY SUPPORT CENTER:**

- You and your family may find you need help with finances or information about childcare that occurs during times of separation. You and your family members may receive help by visiting the Family Support Center at any military installation. Active military bases have a Family Support Center. Highly trained human services professionals and volunteers staff these centers.



## **DEPARTMENT OF THE AIR FORCE**

### **Air Force Reserve**

### **PROMOTION REQUIREMENTS**

The 56<sup>th</sup> Aerial Port Squadron is interested in you and your career. We strive to reward and promote the very best people available to continue the level of performance necessary to maintain an outstanding aerial port squadron. As you progress in OJT skill level and time in grade, you will find these guidelines helpful. Remember they are only guidelines. Intangibles are also a very important part of promotions. Combining a positive attitude and professional bearing with the items in this guide will prove an invaluable tool for you. I hope you have a successful, pleasant and rewarding career with the unit.

Edward P. Yarish, Major USAFR  
Commander

### **THREE TYPES OF RESERVE AIRMAN PROMOTIONS**

1. **Normal Progression** – Applies to airmen who met the promotion requirements for promotion to E-2 through E-5 (see promotion eligibility).
2. **Unit Vacancy** - Applies to airmen who meet the promotion requirements for promotion to E-6 through E-9 (see promotion eligibility). A vacancy exists within an Air Force Specialty (AFS) if the number assigned in the next two higher grades in the member's AFS is less than the number authorized in the next two higher grades in that AFS and in the unit to which the member is assigned.
3. **Promotion Enhancement Program (PEP)** – The PEP program is designed to promote outstanding and well deserving airmen in the grade of E-5 through E-8. This program allows these airmen to be promoted one grade over the Unit Manning Document (UMD) position to which the member is assigned.

## **PROMOTION ELIGIBILITY**

1. Promotion to AMN (E-2)
  - a. Recommended by unit commander of assignment or tech school commander of attachment.
  - b. Complete Basic Military Training (BMT)
  - c. 6 months time in grade (TIG) computed from that start of Initial Active Duty Training (IADT) tour.
2. Promotion to A1C (E-3)
  - a. Recommended by unit commander of assignment or tech school commander of attachment.
  - b. Recommended by immediate supervisor.
  - c. 6 months time in grade (TIG)
3. Promotion to SRA (E-4)
  - a. Recommended by unit commander.
  - b. Recommended by immediate supervisor.
  - c. 1 “good year” time in service (TIS)
  - d. 3-skill level – PAFSC (Must be a 3 level within the current AFSC held).
4. Promotion to SSGT (E-5)
  - a. Recommended by unit commander.
  - b. Recommended by immediate supervisor.
  - c. 3 “good years” time in service (TIS).
  - d. 1-year time in grade (TIG).
  - e. 5-skill level – PAFSC (Must be a 5 level within the current AFSC held).
  - f. Completion of PME (NCO Prep course, or equivalent).
5. Promotion to TSGT (E-6)
  - a. Recommended by unit commander.
  - b. Recommended by immediate supervisor.
  - c. 3 “good years” time in service (TIS).
  - d. 18 months time in grade (TIG).
  - e. 7-skill level – PAFSC (Must be a 7 level within the current AFSC held).
  - f. Assigned to a TSGT position or higher and a unit vacancy exists.
4. Promotion to MSGT (E-7)
  - a. Recommended by unit commander.
  - b. 8 “good years” time in service (TIS).
  - c. 2 years time in grade (TIG).
  - d. 7-skill level – PAFSC (Must be a 7 level within the current AFSC held).
  - e. Completion of PME (Command NCO Academy).
  - f. Assigned to a MSGT position or higher and a unit vacancy exists.

5. Promotion to SMSGT (E-8)

- a. Recommended by unit/Deputy or Group Commander.
- b. 11 “good years” time in service (TIS). 8 years must be enlisted service.
- c. 2 years time in grade (TIG).
- d. 7-skill level – PAFSC (Must be a 7 level within the current AFSC held).
- e. Completion of PME (Senior NCO Academy).
- f. Assigned to a SMSGT position or higher and a unit vacancy exists.
- g. Selected for promotion by 452 AMW/CC.

6. Promotion to CMSGT (E-9)

- a. Recommended by unit/Deputy or Group Commander.
- b. 14 “good years” time in service (TIS). 10 years must be enlisted service.
- c. 2 years time in grade (TIG).
- d. 9-skill level – PAFSC (Must be a 9 level within the current AFSC held).
- e. Completion of PME (Senior NCO Academy).
- f. Assigned to a CMSGT position or higher and a unit vacancy exists.
- g. Selected for promotion by 452 AMW/CC.

**ADDITIONAL FACTORS CONSIDERED**

- a. Participation (Must be in unit a minimum of 6 months).
- b. Dress and Appearance
- c. Weight and fitness
- d. Duty performance / additional duties
- e. Leadership / Initiative
- f. Academic education / Professional Military Education (PME)
- g. Awards and Decorations (PEP)

**COMMON PROMOTION INELIGIBILITY FACTORS**

- a. Not recommended by the unit commander.
- b. Unsatisfactory participation (Unexcused absences – More than 1 unexcused for PEP)
- c. Weight Management Program (Phase 1)
- d. Does not meet one or more military requirements (TIG, TIS, PME, etc.)
- e. No unit vacancy exists.

## GLOSSARY OF COMMON AERIAL PORT TERMS

|                   |  |
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| <b>A BAG</b>      | Individual Mobility Bag with general combat equipment  |
| <b>ACT</b>        | Air Cargo Terminal – An aerial port work center that receives, and processes cargo   |
| <b>ADVON</b>      | Advanced Echelon – An initial deployment element of personnel and equipment within a specific unit type code (UTC). The ADVON portion of an UTC normally consists of the equipment and personnel required establishing an austere operational capability for a period of up to 7 days.   |
| <b>AFSC</b>       | Air Force Specialty Code – A combination of letters and numbers used to identify USAF Job or career positions and skill levels. For example, Air Transportation AFSC is designated as 2T2 followed by two numbers indicating the skill level held. (2T271 indicates a 7 level, while 2T211 represents a one-level who cannot be promoted, receive enlistment bonuses or be deployed outside CONUS until they make 3 level) |
| <b>ALERT</b>      | An emergency notification to warn or notify personnel of impending action or the need to Assemble. All members will experience telephone alert exercises.  |
| <b>ALL CLEAR</b>  | An unofficial term meaning the “Attack is over”, or will not occur. This will be predominately Heard during chemical warfare exercises.  |
| <b>APOE</b>       | Aerial Port of Embarkation. The airport from which troops or units will leave from, enroute to A deployment location.  |
| <b>APS</b>        | Aerial Port Squadron. An Air Force squadron which operates and provides functions to include: Processing personnel and cargo, rigging for airdrop, packing parachutes, loading equipment for air transport, preparing air cargo and load plans, loading aircraft, inspecting cargo and rolling stock being accepted for air transport, and supervising units being accepted for air transport.                             |
| <b>APT</b>        | Air Passenger Terminal. A work center responsible for services to prepare, process and load Personnel and baggage for deployment.  |
| <b>ART</b>        | Air Reserve Technician (AFRC). Full time civil service employee of the Air Force Reserve who is required to maintain active Reserve status in the unit assigned. They are also subject to immediate mobilization if the unit is called to active duty. These personnel maintain day to day continuity for and provide for units between UTA's.   |
| <b>Article 15</b> | A section of the Uniform Code of Military Justice (USMJ) that allows the commander to offer Nonjudicial disciplinary actions in lieu of a court-martial for minor offenses.  |
| <b>ATOC</b>       | Air Terminal Operations Center. The work section that monitors the sections that are required to marshal / build / inspect / load cargo and vehicles, process passengers and their baggage. They ensure timely completion of duties to allow the aircraft to depart (block) on time.   |
| <b>ATSO</b>       | Ability to Survive and Operate. An inspection term used in ORI's. It is used in measuring a unit's reaction to a variety of natural and hostile. Most commonly used to refer to exercises with heavy emphasis on the ability to accomplish wartime tasking in a chemical environment.  |
| <b>BAQ</b>        | Basic Allowance for Quarters. A monthly payment made to qualified individuals on extended active duty, or active Mandays.  |
| <b>B BAG</b>      | Individual mobility bag containing cold weather gear.  |
| <b>Bare Bones</b> | See FOB.   |
| <b>BDU</b>        | Battle Dress Uniform – Camouflage fatigues. Normal uniform of the day for the aerial port,   |

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|                            | worn with pants bloused OUTSIDE the boots, all buttons buttoned.   |
| <b>Box Lunch</b>           | Slang term for an in-flight meal packed in a cardboard box. Will be made available to Individuals whose assignments during a UTA preclude being released to eat in a facility.   |
| <b>BX</b>                  | Base Exchange. Should only be visited during your allocated lunchtime or after duty hours.   |
| <b>CARE</b>                | Chemical Attack Response Exercise. Not as extensive an exercise as an ATSO exercise.   |
| <b>CAT</b>                 | Crisis Action Team. Command and staff personnel assembled to respond to war, and certain contingency or emergency situations that require continuous action. Its purpose is to provide guidance/control during periods of increased readiness and expanded operations.                       |
| <b>C BAG</b>               | An individual mobility bag containing their Chemical defense equipment/ensemble. Issued to Members who are responsible for it's contents as they take it home between UTA's. Must Bring to all unit assemblies / exercises unless otherwise directed.  |
| <b>CCA</b>                 | Contamination Control Area. A processing area through which personnel must pass to enter/leave a nuclear/chemical-contaminated area.   |
| <b>CHALK</b>               | A specific load of people and/or equipment that will be placed on one aircraft. Each load will receive a sequential number, i.e. chalk one, chalk two, etc. In an exercise the troops/equipment used in chalk one may be regenerated and used again for a later chalk for training purposes. |
| <b>COMM-OUT</b>            | Communications Outage. Lost or degraded communication capability. Commonly used to Refer to an alert with telephone capability where individuals are sent to each unit member's House to notify them of the need to assemble.  |
| <b>Communications Test</b> | A test of the ability of the unit to notify members by telephone. A specific message may be Relayed, but assembly is not required.   |
| <b>COMSEC</b>              | Communications Security  |
| <b>CONTACT</b>             | Contact, for notification purposes, is complete when a unit member is notified, in person or verbally, of an alert or communications test and receipt is acknowledged. Regardless of public opinion the military DOES NOT consider telephone answering machines as contact.                  |
| <b>CONUS</b>               | Continental United States. Commonly used to refer to Annual Tour locations located 48 States. For the purpose of requiring a line badge and minimum 3-skill level for overseas tours, Hawaii and Alaska are considered CONUS and are overseas tours.   |
| <b>CORE UTC</b>            | Core elements, a term used to identify an "a series "of UTC's required to operate a bare base FOL/FOB. (Forward Operating Location/Base)   |
| <b>CW</b>                  | Chemical Warfare   |
| <b>CWD</b>                 | Chemical Warfare Defense   |
| <b>CWDE</b>                | Chemical Warfare Defense Ensemble/Equipment  |
| <b>DASH 2</b>              | DD Form 1387-2 (Hazardous Cargo Form). Used in the certification of material considered hazardous for air transportation. Can be used to refer to those individual to inspect qualified to inspect and certify such cargo, "Are you Dash 2 qualified?"                                       |
| <b>DCC</b>                 | Deployment Control Center. A predetermined area designed as a central point from which wing or group mobility officers discharge their responsibilities of controlling, directing and supervising deployment functions.  |
| <b>DEFCON</b>              | Defense Readiness Condition  |
| <b>Dining In/Out</b>       | A Dining In is a military dinner/function restricted to the members of the unit, while a Dining Out is open to include civilian guests.  |
| <b>DOC</b>                 | Design Operational Capability. A unit DOC is the mission for which a measured unit has been equipped, organized, designed or tasked. While units have a primary DOC, some units may have more based on additional taskings.  |
| <b>DOR</b>                 | Date of Rank. Date you received your last promotion, used to establish senior individual of  |

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|                            | like ranks.  |
| <b>DTG</b>                 | Date Time Group. An eight digit, three letter identifier followed by a “Z” that designates both the date and hour (in Greenwich time / ZULU) that a sender wishes to identify a message by.  |
| <b>DV</b>                  | Distinguished visitor.   |
| <b>ECP</b>                 | Entry Control Point. The ONLY location to use to enter a restricted or controlled area, such as the flight line or marshaling yard. Failure to use the control point may result in the Security Forces giving you the opportunity to closely observe the ground with a weapon at the back of your neck. See “Jacked Up”  |
| <b>EET</b>                 | Exercise Evaluation Team. Those individuals assigned to monitor, review and critique an Exercise or event.   |
| <b>EPR</b>                 | Enlisted Performance Report, an evaluation report accomplished by your supervisor of your Duty performance over a 2-year period.   |
| <b>Equivalent Training</b> | During a UTA weekend, for some reason you are not able to attend due to prior commitments, you would like to perform duty, this form of training allows you to do so. But, you are ONLY authorized one EQUIVALENT TRAINING (4 periods) per fiscal year. This can only be Performed after the UTA.  |
| <b>ETD</b>                 | Estimated Time of Departure. The time an aircraft, vehicle or convoy is scheduled to depart. Aircraft departure times may also be referred to as times scheduled to block.   |
| <b>ETIC</b>                | Estimated Time in Commission. The projected time when maintenance will complete work on an aircraft or system and free it for continued operations.  |
| <b>EXCUSE</b>              | Verification that you had a valid reason to miss all or part of a UTA weekend consisting of 4 periods. Failure to have this Commander excuse your absence can result in a sufficient number (eight or more) of Unexcused periods resulting in your being removed from the unit and sent NARS (Non Active Reserve), terminating your ability to drill and earn pay or points.                           |
| <b>FISCAL Year</b>         | A fiscal year in the military is from 1 Oct thru 30 Sep. All annual tours, UTA’s and budgets are arranged during this time period.   |
| <b>FOB</b>                 | Forward Operating Base. An airfield location used to support operations without establishing full support facilities. The location may be used for an extended period. May be referred to as “Bare Bones”/   |
| <b>FOD</b>                 | Foreign Object Damage. Debris or material that can damage or destroy aircraft engines or systems if ingested or hit. The result of not checking for loose tools or rocks in tire tread of vehicles entering the flight line.   |
| <b>FOL</b>                 | Forward Operating Location. Similar to FOB but with even less support.   |
| <b>FRAG</b>                | Fragmentary Order. An abbreviated form of an operations order, generally more specific and time sensitive.   |
| <b>Frustrated Cargo</b>    | Any shipment or supplies and or equipment which, while enroute to a destination, is stopped due to incorrect documentation or configuration. Correction of errors is the responsibility of the shipper at the direction of the inspector.  |
| <b>Goldenflow</b>          | Unofficial term used for USAF Drug Abuse Testing Program. There are many reasons to conduct a test: Probable cause; Commander directed (reasonable suspicion, but not probable cause); inspections (Random health and welfare sweeps where the clinic calls the unit with your name), and following an accident. Drug abuse can also be discovered from medical tests not involved with “golden flow”. |
| <b>Gray Area Reservist</b> | Individuals who have retired after 20 qualifying years of service, but are not yet eligible to begin receiving their retirement pay at age 60. They are still eligible for recall to active duty during a full mobilization, until they reach age 60.  |
| <b>Green Card</b>          | Usually refers to the green ID card issued to individuals on extended active duty, also applies to persons on four year (or less) controlled tours of active duty. Differentiates them from the normal reserve “Red Card”. Currently ALL reserve members are on a “RED” ID card, but   |

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|                        | through attrition, reenlistments, etc., the “new” Green ID card will be issued.  |
| <b>Hazardous Cargo</b> | Explosives and other hazardous liquids and solids, oxidizing materials, corrosive materials, compressed gases, poisons, irritating materials, etiologic agents, radioactive material, other unregulated cargo, or any incompatible material being submitted for transport by air.  |
| <b>HYT</b>             | High Year Tenure Program. That time is service calculated from your birth date, beyond which an individual may not continue to drill or serve, usually 60 years of age.  |
| <b>IAW</b>             | In Accordance With. Normally used in quoting a regulation or instruction, which covers a specific requirement.   |
| <b>IMA</b>             | Individual Mobilization Augmentee. A Ready Reserve member assigned to an active duty Air Force organization to perform specified wartime missions if activated. These members train with the active duty unit on a schedule unlike the Reserve Units monthly UTA, and are considered ready to immediately respond in time of national emergency. |
| <b>JI</b>              | Joint inspection. The acceptance procedure involving qualified aerial port inspectors to ensure that equipment being accepted for air transportation is correctly documented and configured. individuals so qualified are commonly referred to as “JI Qualified”.  |
| <b>JACKED-UP</b>       | The action that will take place when you are in a controlled area without a valid line badge or escort. Usually results in an excellent view of the ground. See ECP (Entry Control Point)  |
| <b>Key Alerter</b>     | Responsible for starting squadron notification procedures within their area of responsibility. The individual who will also receive calls back at specific intervals from the area alerters with numbers of people contacted during each time frame.   |
| <b>Line Number</b>     | The alphanumeric code used with the force requirement number to identify each requirement in a Deployment Manning document or Contingency Operations and Mobility Planning and execution levy card.  |
| <b>LOADLIST</b>        | A list of the material items from each agency that makes up an increment of cargo. These Listing are prepared as a computer listing or manually on the AF Form 2514, Deployment Load List.   |
| <b>Load Plan</b>       | A document generated by the load planning section of ATOC that specifies in detail the proper load configuration for passengers and cargo to be carried on one aircraft for a specific destination.  |
| <b>MAJCOM</b>          | Major Command (DOD). The organization to which a unit or individual, either active or ready reserve, is assigned in the event of mobilization.   |
| <b>Marshalling</b>     | To arrange in a line in order. Usually used to refer to the Marshalling Yard where equipment is collected and inspected prior to acceptance for air shipment.  |
| <b>MHE</b>             | Materials Handling Equipment   |
| <b>MI</b>              | Mission Identifier. A series of 12 alphanumeric characters assigned for identification of each mission for reporting purposes.   |
| <b>MOB</b>             | Main Operating Base. Location defined as possessing an aircraft unit with assigned aircraft, crews, and staff to support the aircraft mission; dedicated maintenance and support elements for the aircraft, and service organizations supporting the personnel assigned.   |
| <b>MOBAG</b>           | Mobility Bags A, B and C. Bags authorized for individuals which contain items of organizational clothing and equipment which are required at deployed locations.   |
| <b>MOBILITY</b>        | The capability of military forces, which permits them to move from place to place while retaining the ability to fulfill their primary mission.  |
| <b>MOP</b>             | Mobility Operating Procedures. MOP’s contain detailed instructions covering all functional areas involved in preparing and executing deployments.  |
| <b>MOPP</b>            | Mission Oriented Protective Postures. Five levels (0-4) describing chemical warfare protective measures with MOPP level 4 being fully dressed.   |
| <b>MPF</b>             | Military Personnel Flight. The location for processing military personnel actions.   |

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| <b>MPN</b>             | Mobility Personnel Number or Mobility Number. A number assigned to a specific mobility position that is established to identify a required skill in an assigned or tasked Unit Type Code (UTC). The number is prefixed with a deployment echelon code.   |
| <b>MRE</b>             | Meal Ready to Eat. Real meal in a plastic bag, the finest cuisine available in the military.   |
| <b>MTL</b>             | Master Task Listing. An Air Force Specialty Training Standard (STS) checklist that has been reviewed and annotated for both the tasks and proficiency level required within the unit for any given AFSC/skill level. The MTL is used to mark other STS's and convert them to local Job Qualification Standards (JQS) for inclusion in the AF Form 623 training folders for upgrading or cross training members. (NOTE: The AF Form 623 has officially been replaced by the computer tracking system known as RAPDS, but the casual folder is used to hold these computer reports continue to be referred to as "Form 623". |
| <b>MWR</b>             | Morale, Welfare and Recreation. A multi-service program that uses both non-appropriated and appropriated (government) funds to provide recreational activities for service members.  |
| <b>NAC</b>             | National Agency Check (Security Clearance). A personal security review. At least a NAC is normally required prior to being granted access to Secret information. Required before issue of your Flight Line Access Badge (Line Badge). Required before you can deploy to any location outside of CONUS for training.  |
| <b>NARS</b>            | Non Affiliated Reserve Section. Standby reserve program for individuals not involved in any active reserve unit or training. Individuals may request NARS when leaving a unit prior to retiring, or may be involuntarily sent to NARS when accumulating eight or more unexcused absences. A non-paid status, but individuals may gain retirement points by taking correspondence courses.  |
| <b>NDA</b>             | Nondisclosure Agreement. A standard Government Form SF 189 signed by individuals that have had access to classified information. Used to document their agreement, under penalty of Federal Law, not to divulge classified information after their duties are terminated.  |
| <b>NLT</b>             | Term used to indicate "Not Later Than".  |
| <b>NOFORN</b>          | Not releasable to Foreign Nationals (information security). If classified information is not marked with release ability caveats.  |
| <b>Notification</b>    | For conventional deployments this is the time that alerting/execution/deployment orders are waived.  |
| <b>NSN</b>             | National Stock Number. Used when requesting supply items with government channels.   |
| <b>OB</b>              | Objective Base. Location in close proximity to a combat zone or hostile environment. Aircraft and resources may be subject to hostile acts within the vicinity of the objective base.  |
| <b>OI</b>              | Operation Instruction. Locally developed guideline whose intent is to clarify or further define regulations or official guidance. OI's are to be in compliance with existing regulations/ guidance.  |
| <b>OPLAN</b>           | Operating Plan in Complete (op-plan). A plan for single or series of connected operations to be carried out simultaneously or in succession. Normally in the form of directive from higher authority to permit subordinate commanders to prepare supporting plans.   |
| <b>OPR</b>             | Office of Primary Responsibility. Used primarily to refer to individuals, who are in charge of additional duty, non-AFSC functions, i.e. Security, Safety, MHE Monitor, etc. OR, Officer Performance Report, an evaluation of duty performance over a one-year period.   |
| <b>OPSEC</b>           | Operations Security. The process of denying adversaries information about capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and controlling military operations and activities.  |
| <b>Organic Airlift</b> | A deploying unit, which carries its own equipment and people.  |
| <b>ORE</b>             | Operational Readiness Exercise. Usually associated with tents, long hours with minimum staff, and MRE's. Training associated with ORI's.   |
| <b>ORI</b>             | Operational Readiness Inspection. An assessment of unit-level readiness to conduct prompt  |



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|                        | and sustained combat operations in wartime, and to identify deficiencies that adversely impact on a unit's combat capability. The evaluation is accomplished through observations in four phases; 1. Unit Response; 2. Unit Deployment; 3. Mission Support; 4. Ability to survive and Operate.   |
| <b>OSI</b>             | Office of Special Investigations.  |
| <b>Out of Play</b>     | Personnel, aircraft or equipment removed from scenario participation by the inspection team for safety violation, improper response to chemical attack / simulated threat, malfunctioning equipment or other ineffective responses. Units may not use anything declared out of play until released by the inspection team.   |
| <b>Outsize Cargo</b>   | A single item that exceeds the dimensions of 810' x 117' but is less than 1453"x216"x114".   |
| <b>Oversize Cargo</b>  | A single item that exceeds the usable dimensions of a 463L pallet (104'x84') and a height established by the cargo envelope of the particular model aircraft but not to exceed 810"x117"x105".   |
| <b>Palace Chase</b>    | An Air Force and ARC personnel program whereby officers and enlisted may transfer from active service, before completion of their commitment, into Selected Reserve or Air National Guard vacancies.   |
| <b>PAX</b>             | Passengers or Passenger Service.   |
| <b>PFW</b>             | Performance Feedback Worksheet. A biennial feedback worksheet, in which your supervisor evaluates your duty performance (NOT IN THE YEAR OF YOUR EPR). This is a sit down session, where you and your supervisor go over your duties and performance. You will be given a copy of this evaluation for your personal records.   |
| <b>PERSCO</b>          | Personnel Support for Contingency Operations. A small group of personnel to provide the CBPO function at a deployed location.  |
| <b>POD</b>             | Point of Debarkation.  |
| <b>POE</b>             | Point of Embarkation.  |
| <b>POV</b>             | Privately owned vehicle.   |
| <b>QAFA</b>            | Quality Air Force Assessment. A system of measurements (metrics) used to measure compliance and trends in specific areas. Similar to the civilian Baldrige Award criteria.   |
| <b>QC</b>              | Quality Control  |
| <b>RAMP</b>            | Functional area whose work location is the aircraft ramp. Duties focus on the actual loading of accepted cargo onto the aircraft and securing of it within the aircraft.   |
| <b>Ready Reserve</b>   | All members who agree/are obligated to report for active duty at the call of the President, Congress, or a designated agency. Ready Reservists are assigned to units and the remainders are in various individual programs such as Individual Mobilization Augmentee (IMA).  |
| <b>RECALL</b>          | Actual recall to active duty by competent authority.   |
| <b>Restricted Area</b> | A security area with controlled and monitored access, usually by security police personnel using positive control badge systems. Unescorted access to a restricted area requires an individual have a favorable security investigation.  |
| <b>Rescheduled UTA</b> | This is a unit required change of duty, instead of the normally scheduled Unit Training Assembly weekend, and is scheduled at the discretion of the Commander.   |
| <b>Retired Reserve</b> | A section of the reserve consisting of individual members of the Air Force Reserve who are eligible for retired pay at age 60, or who have met the criteria for assignment to the Retired Reserve but do not qualify for retired pay at any future time; and retired airmen who have served 20, but less than 30 years on active duty. Members are subject to recall to active duty involuntarily in time of war or national emergency as declared by congress or otherwise directed by law. |
| <b>RIF</b>             | Reduction in Force.  |
| <b>ROS</b>             | Report of Survey. Paperwork that needs to be accomplished when you lose government property. OPR is LGS (supply) but post-mortem will often include input from Security Police   |

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|                             | just to ensure the loss was not due to theft.   |
| <b>SAAM</b>                 | Special Assignment Airlift Missions (AMC). Funded aircraft, which cannot be supported by, channel missions because of the unusual nature, sensitivity, or urgency of the cargo or operations to points other than the established channel structure.  |
| <b>SATO</b>                 | Scheduled Airlines Ticket Office  |
| <b>SAV</b>                  | Staff Assistance Visit.   |
| <b>SE</b>                   | Support Equipment. All items and quantities of equipment required for support of units not programmed for deployment by the war plans, and those items required in addition to mobility equipment in the event of an emergency or wartime situation.  |
| <b>Selected Reserve</b>     | A unit of the ready reserve, designated by the USAF, and approved by Joint Chiefs of Staff, as essential to initial wartime missions. Members of such units regularly participate in UTAs and annual active duty training.  |
| <b>SE/QC</b>                | Self-Evaluation / Quality Control. Function which monitors the unit's compliance with regulations and official guidelines. Answers directly to the Unit Commander.  |
| <b>SGLI</b>                 | Servicemen Group Life Insurance   |
| <b>Shortfall</b>            | A shortage of forces, equipment, personnel, material or capability essential or identified as a requirement that would adversely affect the ability to accomplish the mission.  |
| <b>SIMULATE</b>             | A direction or approval by the IG or CAT not to perform specific actions, or use specific equipment. When a unit receives permission to simulate, it will still take all preparatory steps that would lead up to the simulation. A simulation will not be made without prior, appropriate approval. |
| <b>SMP</b>                  | Sub Motor Pool. A subordinate work center of the Transportation Control Unit responsible for providing on base transportation requirements to support mobility activities. Not to be confused with the Aerial Port, who is not responsible for these activities.                                    |
| <b>SOE</b>                  | Schedule of Events. A timeline of actions, and the times at which they must occur to meet a final goal or activity at its proper time.  |
| <b>SORTS</b>                | Status of Resources and Training System. A group of databases and report systems that Record a units resources and ability to perform their wartime taskings.   |
| <b>SRC</b>                  | Survival Recovery Center. The SRC mission is to monitor and direct survival actions before enemy attack and recovery actions after attack.  |
| <b>Standby Reserve</b>      | Members who may be ordered to active duty only by declaration of a national emergency by Congress, or when otherwise authorized by law.   |
| <b>Start/Reference Time</b> | Recall or Communications Test start time. To be passed on to all key alerter notification monitors, in local time.  |
| <b>STS</b>                  | Specialty Training Standard. A generalized job description listing tasks and proficiency levels that each AFSC should be performing.  |
| <b>TALCE</b>                | Tanker Airlift Control Element. A functional air mobility organization established to provide operational control and support to air elements at an air facility.   |
| <b>TBA</b>                  | To be announced.  |
| <b>TBD</b>                  | To be determined.   |
| <b>TCU</b>                  | Transportation Control Unit. A control point that monitors and controls the transportation actions required to process passengers and cargo for deployment.   |
| <b>UCMJ</b>                 | Uniform Code of Military Justice.   |
| <b>UEI</b>                  | Unit Effectiveness Inspection.  |
| <b>UMD</b>                  | Unit Manpower Document.   |
| <b>UNIT</b>                 | The lowest level of command that is subject to recall.  |
| <b>Unit</b>                 | Mobility work center that is setup during exercises/deployments to monitor the unit's   |

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| <b>Work center</b> | personnel and equipment actions.  |
| <b>UTA</b>         | Unit Training Assembly. The scheduled weekend drills that reservists and Guardsmen attend. Consists of four periods, two per day.   |
| <b>UTAPS</b>       | Unit Training Assembly Participation System. Computerized roll call and pay program. Requires each individual to personally pass their ID card through a scanner to verify and track attendance.  |
| <b>UTC</b>         | Unit Type Code. A six character alphanumeric code, that identifies a package of personnel and/or equipment of a specific capability.  |
| <b>UXO</b>         | Unexploded Ordinance. Term used for bombs or other ordinance that failed to explode, and constitute a hazard.   |
| <b>WOC</b>         | War Operations Center. A home station, a wing or group is managed by CAT, in the event of a crisis. During deployed conditions, all flying operations are managed by the WOC , which works closely with the Survival and Recovery Center.   |
| <b>WRM</b>         | War Reserve Material. That material required, in addition to peacetime assets, to support the planned wartime activities reflected in the USAF War and Mobilization Plan. WRM includes spares and repair parts, housekeeping equipment and supplies, base augmentation and maintenance and operational sets, vehicle reserve sets, and other consumable equipment and supplies. |
| <b>WRSK</b>        | War Readiness Spares Kit. An air transportable package of selected spares and repair parts required, to sustain planned wartime or contingency operations or a weapons system for a specified period of time pending re-supply.   |
| <b>ZULU</b>        | Greenwich Mean Time. The international time zone standard from which all local times may be computed. Used to avoid confusion in timing references.   |